



DEPARTMENT OF DEVELOPMENTAL SERVICES  
CENTRAL OFFICE  
JOB OPPORTUNITY  
**DEVELOPMENTAL SERVICES CASE MANAGER**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** Candidates on current exam list or lateral transfers

**Location:** 460 Capitol Ave., Hartford (Waiver Services Division)

**Job Posting No:** 115109

**Hours:** 35 hours/week – Monday - Friday (1<sup>st</sup> shift)

**Salary:** \$60,862\* – \$82,411 (HC-24) \*employees new to state service start at bottom of range

**Closing Date:** October 17, 2016

**Eligibility Requirement:**

Candidates must have passed the **DEVELOPMENTAL SERVICES CASE MANAGER** exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

**Examples of Duties:** This position is responsible for providing direct DDS case management to a caseload of individuals supported by DDS who have applied for, or who have been referred to, the DSS Money Follows the Person (MFP) program. This position includes all traditional case management duties such as ongoing assistance in planning, support, service coordination, revenue enhancement, regulatory compliance and documentation. In addition this position is responsible to coordinate planning and transition efforts on behalf of the individual with the MFP assigned staff positions of transition coordinator and housing coordinator and is responsible to maintain the MFP database documentation of all needed MFP forms and processes specific to Specialized Care Management as defined by DSS. Will perform related duties as required.

**General Experience:** The General Experience is defined as one of the following:

1. A Bachelor's degree that meets the eligibility criteria for certification/designation as a Qualified Intellectual Disabilities Professional (QIDP) as set forth in federal regulations and interpretive guidelines and two (2) years of professional experience involving responsibility for developing, implementing and evaluating individualized programs for individuals with intellectual disabilities in the areas of behavior, education and rehabilitation.
- OR
2. A Master's degree that meets the eligibility criteria for certification/designation as a Qualified Intellectual Disabilities Professional (QIDP) as set forth in federal regulations and interpretive guidelines and one (1) year of professional experience involving responsibility for developing, implementing and evaluating individualized programs for individuals with intellectual disabilities in the areas of behavior, education and rehabilitation.

**NOTE:** A degree that meets the eligibility criteria for certification/designation as a Qualified Intellectual Disabilities Professional (QIDP) is a degree in the field of human services, healthcare or education including but not limited to: nursing, psychology, rehabilitation counseling, special education or sociology.

**Special Requirements:**

1. Incumbents in this class may be required to possess fluency in a foreign language or sign language for designated positions.
2. Incumbents in this class must be eligible for certification as a Qualified Intellectual Disabilities Professional as required by Federal regulations.
3. Incumbents in this class may be required to possess and retain a valid Motor Vehicle Operator's license.
4. Incumbents in this class will be required to travel.
5. Incumbents must be willing and able to work off hours, including nights, weekends and holidays, as needed, to meet Agency needs as well as the needs of the individuals served by the Agency.

**Preferred Skills & Experience:**

- An awareness and understanding of Person Centered Planning, budget and plan development, community resources integration and coordination.
- Experience in developing individual budgets and self-direction.
- Experience working with electronic case records.

- Ability to work with transition teams.
- Thorough knowledge of operating systems including Outlook, Word, Excel, e-CAMRIS, etc.
- Good organizational skills
- Good oral and written communication skills
- Good team facilitation skills

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Procedure for All Applicants:** Interested and qualified candidates who meet the above requirements should submit a fully completed Application for Examination or Employment (CT-HR-12) located at [www.das.state.ct.us/exam](http://www.das.state.ct.us/exam). Current State employees must also provide copies of their last two performance appraisals. Non-State employees must also provide 2 letters of reference.

**All application materials must be received by 11:59 p.m. on the closing date indicated above.**

**Incomplete application materials will not be considered.**

**Send application materials to:**

**Department of Developmental Services — Central Office**  
**460 Capitol Avenue**  
**Hartford, CT 06106**  
**Attn: Ms. Selestian Patterson**  
**Email: [DDS.CO.Recruiting@ct.gov](mailto:DDS.CO.Recruiting@ct.gov) Phone: 860-418-6129 Fax: 860-920-3045**

**[Application materials can be mailed, faxed, or emailed.](#)**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.